



USAID | MALI
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72068822R10001

ISSUANCE DATE: November 15, 2021

**CLOSING DATE AND TIME: December 3, 2021/ 5PM,
Bamako time**

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor
(CCNPSC – Project Development Specialist (Budget))**

Dear Prospective Offerors/Applicants:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the General Information section of the solicitation.

Sincerely,

Douglas Quiggle
Supervisory Executive Officer (CO)

I. GENERAL INFORMATION

1. **SOLICITATION NO.:** 72068822R10001
2. **ISSUANCE DATE:** November 15, 2021
3. **CLOSING DATE AND TIME FOR RECEIPT OF OFFERS:** December 3, 2021/5 PM
Bamako Local Time
4. **POINT OF CONTACT:** Human Resources Section, email at
bamakohrmvacancies@usaid.gov
5. **POSITION TITLE:** Project Development Specialist (Budget)
6. **MARKET VALUE:** *FCFA 18,711,303 TO FCFA 29,002,527* equivalent to **FSN-10**. In accordance with **AIDAR Appendix J** and the Local Compensation Plan (LCP) of USAID/Mali, final compensation will be negotiated within the listed market value.
7. **PERIOD OF PERFORMANCE:** CCNPSC contracts duration are of a continuing nature based on the availability of funds, continued need for the requirement, contractor/employee performance and any future hiring freeze guidance and expected to be part of a series of sequential contracts, each not to exceed the five-year limitation and estimated to start o/a February 2022.
8. **PLACE OF PERFORMANCE:** Bamako, Mali with possible travel as stated in the Position Description (PD).
9. **ELIGIBLE OFFERORS:** All interested CCN (Cooperating Country National) candidates eligible to work in Mali. A Cooperating Country National (CCN) is defined as an individual who is a cooperating country citizen, or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.
10. **SECURITY LEVEL REQUIRED:** Security certificate (LES Certification)
11. **STATEMENT OF DUTIES:**

1. General Statement of Duties:

As a member of the Agriculture and Economic Growth (AEG) Office, the incumbent is required to liaise closely with the Program Office (PRM), the Office of Financial Management (OFM), the Acquisition and Assistance Office (AAO), and AEG implementing partners to help plan and manage AEG's annual program budget formulation and obligation tracking, financial analyses and accruals (including tracking activity expenditures and future procurement plan). S/he is responsible for managing several major and complex AEG planning documents as part of overall budget programming: 1) the AEG annual operating year budget; 2) the AEG procurement plan; 3) the AEG Operational Plan; 4) the AEG Performance Plan and Report; and 5) Embassy Bamako's annual Mission Resource Request. The AEG annual budget is approximately

\$23-30 million annually, which currently includes funding for Feed the Future, WASH (Water, Sanitation and Hygiene), and Global Climate Change/Adaptation.

2. Statement of Duties to be Performed:

A. Budgeting and Procurement Planning, Analysis and Advisement 80%

Advises the AEG Office Director and technical staff in preparing the office's yearly budget and procurement plan of approximately US\$ 23-30 million based with thorough analyses of accrued expenditures, mortgages, and pipelines from various Mission accounting systems. S/he is responsible for the overall AEG budget, statutory earmarks and related procurement plans. S/he further ensures that AEG funds are correctly and fully (100%) obligated, sub-obligated and expended according to both the budget and the procurement plan.

Budget Planning, Analysis and Advisement: Maintains AEG Office activity/staff yearly budget of US\$ 23-30 million in Excel format and with an understanding of other Mission accounting systems, specifically Phoenix. Makes up-to-date financial information easily available for AEG staff.

The incumbent maintains program support costs, keeping detailed track of management to budget ratios, and ensuring proper coding for all staff costs. Program support costs must be differentiated between Program Design & Learning (PD&L), Administration & Oversight (A&O) and Evaluation & Learning (E&L).

Supports the AEG AORs/CORs on preparation and completion of GLAAS actions for obligations as a subject matter expert. In cooperation with the Supervisory Secretary, manages GLAAS actions for the AEG Office including new procurements, new activities, activity evaluations/analyses, USPSC actions, advertisements, conferences/workshops and other small procurements. Ensures that GLAAS budget elements and codes are correct according to the relevant regulations and the Operational Plan submission.

Monitors AEG AOR/COR responsibilities with the respective grantees/contractors' financial performance reports, particularly in relation to the scheduled and timely submission of financial status reports such as advance requests, liquidations, or requests for reimbursements.

S/he further assists AEG activity managers on a variety of consultative, monitoring, analytical, information gathering and other related duties with respect to the AEG budget and procurement plan. As the need arises, the incumbent might visit partner organizations with the AOR, alternate or an OFM team member to perform financial reconciliations, routine financial reviews and assessments. The incumbent plays a key role in the Mission's FMFIA certification and MCRC discussion.

Prepares yearly financial sections of data tables for the Congressional Budget Justification (CBJ), Mission Resource Request (MRR) and Operational Plan (OP) for

submission to PRM and AID/W. Prepares other budget tables and budget breakdowns in response to requests from the AEG Office Director, PRM, Washington or the USAID/Mali Front Office.

Serves as the AEG focal point contact for collecting and maintaining budget and reporting data on USAID Initiatives, Presidential Initiatives, Key Issues and other USG Administration focal areas. Takes responsibility for incorporating relevant Congressional budget supplements into the AEG program, when applicable.

Coordinates issues of a financial nature with the AEG Office AORs/CORs and activity managers, as well as other Mission staff. Assists and clarifies, as necessary, the budgets of partner organizations with the AEG budget and related financial issues. Trains AEG Office AORs/CORs, activity managers and partners on building financial systems and in becoming familiar with USAID budgetary and program planning formats.

Procurement Planning, Analysis and Advisement: The incumbent represents the AEG office in procurement planning, obligations and implementation review meetings; and at the working level, provides advice, assistance and guidance to all AEG team members (particularly AORs/CORs) on financial matters. S/he ensures implementation actions are in accordance with governing documents for fiscal year budgetary provisions. S/he maintains electronic and hard copies of control tables, earmarks, key issues and AEG budget levels to monitor all AEG programming and reporting documents. The incumbent keeps up to date on USAID's global strategies (e.g., Feed the Future and Water for the World), the Mission's strategy (CDCS), semi-annual Portfolio Implementation Reviews (PIR) and provides input to individual activity managers on budget and procurement allocations as they develop.

Devises an annual procurement plan for the AEG Office to ensure 100% obligations. Keeps procurement plan flexible within authorized levels for making budgetary and implementing partner changes.

Provides financial support as part of procurement planning and review to all AEG staff members during quarterly pipeline analyses and semi-annual portfolio reviews. For example, prepares pipeline analyses by management unit/activity to ensure that the Agency's forward funding policy is respected, and that burn rates and advance payment requests are closely monitored. Advises AEG Office Director of recommended changes to procurement plan based on these analyses.

Represents AEG during budget and procurement management meetings involving the Front Office, PRM, OFM, AAO, EXO and possibly the RLO, and ensures that notes/feedback from such meetings are shared with the entire AEG team.

Annual Operation Advisor for AEG: S/he assists AEG activity managers with development of Operational Plans (OPs) and tracking of earmarks, directives and initiatives. S/he maintains AEG accounting and keeps track of obligations, expenditures and pipelines to synchronize and coordinate AEG budget tracking with OFM official

financial records. S/he serves as a liaison with implementing partners, is familiar with partners' programs and burn rates, and serves as a point of contact in the absence of the AOR/COR or activity manager on financial issues, vouchers and accruals.

Serves as AEG's primary point of contact - in full coordination with the AEG Office Director - for Embassy Bamako's annual Mission Resource Request (MRR) and for USAID/Mali's Operational Plan (OP) and Performance Plan and Report (PPR).

Responsible for understanding changes to annual guidance for each MRR, OP and PPR exercises. Takes the lead on attending planning meetings and understanding the calendar due dates. Provides all information to AEG team members to facilitate written contributions for these exercises and organizes the documents into an electronic folder for review by all AEG team members, particularly supervisors and the Office Director.

Serves as the primary liaison between the Program Office and AEG from the beginning to full completion of each annual exercise, keeping the AEG Office Director aware of progress, changes, updates and completion.

B. Engagement with Implementing Partners 10%

Incumbent will serve as a liaison with implementing partners to be familiar with partners' programs and burn rates and serve as an AEG point of contact for financial issues, vouchers and accruals. Makes periodic visits to contractor/grantee sites for purposes of performing financial reviews to ensure program financial management systems continue to comply with USAID requirements and that funds are managed and accounted for as required. Follows-up with grantees and partner organizations to ensure that various financial reports (e.g., Liquidations, Advances and Accruals) are submitted on a timely basis as stated in USAID Agreements.

In addition, this position will support the Development, Outreach and Communications (DOC) staff in the Program Office with AEG contributions and updates from Implementing Partners.

C. Global Development Alliance and Development Credit Authority Duties 10%

Incumbent will serve as an AEG Office liaison with GDA/Public Private Partnership agreements and with all DFC Development Credit Authority arrangements. Participates in all phases of GDA and/or DCA meetings, programmatic planning, approvals/reviews, initiation and tracking. Incumbent stays abreast of new GDA and DCA developments and guidance and advises the team on new opportunities and methods to engage with the private sector. Incumbent will track and maintain files and budgets, demonstrate leveraged buy-in values for both USAID and partners, and work closely with AEG AORs/CORs and activity managers. S/he will be prepared to present briefings and/or presentations on AEG GDA and DCA programming activities and results.

Incumbent will also support AEG's Private Sector team in the review of concept notes received from interested parties to USAID/Mali's Addendum to the Global Development Alliance Annual Program Statement. S/he will also track developments with the

Development Finance Corporation and any Development Credit Authority (DCA) arrangements and budgets that emerge in Mali as part of AEG's portfolio. S/he will further work with the AEG Supervisory Administrative Assistant to respond to all unsolicited proposals from local organizations received by Embassy Bamako and USAID/Mali that are directed to AEG for consideration and response.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. Supervisory Relationship:

The incumbent will work directly under the AEG Office Director, although s/he must maintain professional and collegial relationships with a wide variety of technical staff, partner organizations and clients.

4. Supervisory Controls: None Anticipated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- a. **Education:** Minimum of bachelor's or equivalent in Business Administration or field related to development assistance such as finance, accounting, commerce, economics, or public administration.
- b. **Prior Work Experience:** Minimum of Five years working experience in a position with responsibilities similar to the duties outlined above. Prior management knowledge and/or working experience in an international organization operational environment is required.
- c. **Language Proficiency:** Level IV English and Level IV French language required.
- d. **Job Knowledge:** Must possess a good overall understanding of development issues and be able to develop a thorough understanding of the nature of the goals of the US Government (particularly USAID) or International Organization's programs, and comprehensive knowledge of US Government/USAID or International Organization's project policies, regulations, acquisition procedures and practices.
- e. **Skills and Abilities:** Must have demonstrated a thorough understanding of program and budget management: including program description objectives, budgeting based on priorities and objectives; implementation schedules based on quarterly and annual budget plans, and results achievement based on budgetary priorities. Must be able to maintain working level contacts with a wide variety of internal/external partners, such as International Organizations, other bilateral or regional USAID Missions, USAID/W and other members of USAID/Mali. Must

have excellent computer skills with advanced skills using Excel spreadsheets and other Microsoft Office software. Good interpersonal and writings skills.

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The EXO(CO) reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the EXO(CO) determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the EXO(CO) may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers.

To be considered for this position, applicants must meet the minimum qualifications noted above. For applicants meeting the minimum qualifications, further consideration and selection will be based on Technical Evaluation Committee's assessment of the selection factors listed below.

RELEVANT PRIOR WORK EXPERIENCE (25 points):

- Minimum of five years working experience in a position with responsibilities similar to the duties outlined above
- Prior management knowledge and/or working experience in an international organization operational environment is required.

KNOWLEDGE (35 points):

- Must possess a good overall understanding of development issues
- Be able to develop a thorough understanding of the nature of the goals of the US Government (particularly USAID) or International Organization's programs, and comprehensive knowledge of US Government/USAID or International Organization's project policies, regulations, acquisition procedures and practices.

SKILLS & ABILITIES (40 points):

- Must have demonstrated a thorough understanding of program and budget management: including program description objectives, budgeting based on priorities and objectives; implementation schedules based on quarterly and annual budget plans, and results achievement based on budgetary priorities.
- Must be able to maintain working level contacts with a wide variety of internal/external partners, such as International Organizations, other bilateral or regional USAID Missions, USAID/W, and other members of USAID/Mali.
- Must have excellent computer skills with advanced skills using Excel spreadsheets and other Microsoft Office software.
- Good interpersonal and writings skills.

1. Prior Work Experience	25 points
2. Knowledge	35 points
3. Skills and Abilities	40 points

Applicants are required to address each of the selection factors on a separate sheet describing specifically and accurately what prior work experience, knowledge, skills and abilities they have received relevant to each criterion as listed above, and any related considerations.

How the selection will be made: The successful candidate will be selected based upon:

1. Preliminary review of the applications package submitted to establish that minimum requirements are met.
2. English and French language proficiency test.
3. Other Tests: Candidates may be (pre) tested on Microsoft Office skills, critical thinking and writing skills, or any technical or practical skills test that might be deemed appropriate.
4. Interviews.
5. Professional Reference checks.
6. Security & Police Background check.
7. Responsibility Determination.

USAID/Mali Human Resources Section will perform the preliminary review (Step 1) to eliminate those applications that do NOT meet the minimum requirements. The TEC will review each of the applications which meet the minimum qualifications against the established evaluation criteria to develop a shortlist of applicants to be tested and/or interviewed. TEC shortlisted applicants will be contacted (Step 2) for testing (if only applicable) and interviews. Following the interviews (Step 3) during which applicants will be evaluated against the established criteria herein, the TEC will make the preliminary determination of candidates to be considered for employment and forward that list a form of a recommendation memorandum to the Supervisory EXO, through HR. EXO/HR or the TEC will conduct reference checks (Step 4). References may be solicited from current as well as former supervisors in addition to the references provided in the application package.

Note:

Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.

Current employees serving a probationary period are not eligible to apply unless duly justified to the Supervisor to the EXO(CO). Current employees with an "Overall Summary Rating of Needs Improvement" or "Unsatisfactory" on their most recent Employee Performance Report are not eligible to apply.

IV. SUBMITTING AN OFFER

Qualified candidates for this position should submit the following documents to be considered. Failure to do so may result in a determination that the application is not qualified. Only shortlisted applicants will be contacted and provided with guidance for the next step of the process.

1. **Resume or curriculum vitae (CV)** relevant to the position for which the applicant is applying.

2. **Cover letter** of not more than three (3) pages describing how the incumbent's skills and experience fit the requirements of the subject position and minimum qualification requirements.
3. Applicants must submit a **Supplemental Document** within three (3) pages outlining how they meet each selection requirement (Relevant Work Experience, Knowledge, Skills and Abilities). The document should describe what experience, training, knowledge and/or awards or recognition they have received relevant to each criterion, and any related considerations.
4. Applicants are required to provide five (5) **Professional References** with complete contact information including email address and telephone number(s). References should have knowledge of the candidate's ability to perform the duties set forth in the solicitation and **must not be family members or relatives.**
5. Copy of **Degrees/Diploma, Work Certificates, Recommendation Letters**, or any relevant **Academic Transcripts.**
6. Applicants must provide their full **Address with Telephone, Email address.**
7. Applicants should retain for their records, copies of all enclosures that accompany their submissions.
8. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 4.**
9. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission: **72068822R10001**

All CV/Resumes, Supplemental Document and cover letters must be in English, otherwise the application package is incomplete and will be rejected. All the hiring process, including interviews and any eventual proficiency written test, will be conducted in English.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the Executive Office/CO informs the successful applicant about being selected for a contract award, the EXO/CO will provide the successful applicant instructions about how to complete the following:

1. Medical Examination/Statements form
2. Security Investigation form
3. Offeror Information for Personal Services Contracts with Individuals (AID 309-2)
4. Employee Biographical Data Sheet (Form AID 1420)

VI. BENEFITS AND ALLOWANCES (as applicable):

The incumbent will be compensated in accordance with the U.S. Mission to Mali's Local Compensation Plan (LCP). The plan includes basic salary, transportation and miscellaneous allowances, and comprehensive medical insurance subsidy.

VII. TAXES

The successful Applicant will be subject to host country tax laws.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCNPSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf.
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>.

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: R497 - Accounting Info: 688-PROGRAM	1	LOT	\$ _TBD_	\$_TBD at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>
5. **PSC Ombudsman.** The PSC Ombudsman serves as a resource for any Personal Services Contractor who has entered into a contract with the United States Agency for International Development and is available to provide clarity on their specific contract with the agency. Please visit the PSC Ombudsman page for additional information: <https://www.usaid.gov/work-usaid/personal-service-contracts-ombudsman>. The PSC Ombudsman may be contacted via: PSCombudsman@usaid.gov.

IX. EQUAL EMPLOYMENT OPPORTUNITY:

The U.S. Mission in Mali provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. We strive to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

~ End of Solicitation~